



ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

702 3RD AVENUE SOUTH

VIRGINIA, MINNESOTA 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES

June 11, 2025

PRESENT:

Alecia Varani	EHS East Range-Quad 1
Brandi Reamer	EHS West Range
Rob Hietala	AEOA Board Representative
Tayea Wheeler	Hibbing I
Carla Current	EHS Home Base/Program Manager
Jerry Crittenden	Community Relations Manager
Charisse Salo	Program Manager
Chris DeGroot	Head Start Assistant Director
Gabe Johnson	Head Start Director
Tracy Sandnas	Head Start Finance Supervisor

SITES NOT REPRESENTED OR EXCUSED:

Babbitt-Open
Eveleth-Gilbert-Absent
CHIC EHS & Chisholm-Absent
Chisholm-Excused
EHS Hibbing & Northern Tier-Open
Ely-Absent
Hermantown-Absent
Hibbing I-Absent
Hibbing II-Excused
Hibbing III-Absent
Hibbing IV-Open
EHS Hibbing & Northern Tier-Absent
EHS Lake & Hermantown-Excused
Mt Iron Buhl-Absent
Policy Council Rep to the Board-Absent
Proctor-Excused
Quad II-PSHB-Excused
Two Harbors-Absent
Virginia I-Absent
Virginia II-Excused
Virginia III-Absent

The Policy Council meeting was held on June 11, 2025, at AEOA in the Basement Conference room and via Zoom.

- I. **CALL TO ORDER:** Alecia Varani, Secretary, called the Arrowhead Head Start Policy Council Meeting to order at 9:42 a.m. on Wednesday, June 11, 2025.

- II. **ROLL CALL:** Roll call was taken showing 4 members present. A quorum was not established. Policy Council bylaws state in 4.7(g), *When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decisions will be made.* **Alecia Varani moved to conduct an official meeting, supported by Brandi Reamer. Motion carried unanimously.**

- III. **CORRECTION/APPROVAL OF April 9,2025 POLICY COUNCIL MINUTES: Alecia Varani moved to accept April 9, 2025, minutes, supported by Brandi Reamer. Motion carried unanimously.**

- IV. **CORRECTIONS/ADDITIONS TO AGENDA:** None.

- V. **CORRESPONDENCE:** We received our Focus Area 1 Federal Review Compliance Report. We had no deficiencies. We had an area of concern with the Health and Mental Health Advisory Committee. We are working with our Training and Technical Assistance Representative to correct this.

- VI. **REPORTS:**
 - A. **DIRECTOR'S REPORT:** Gabe reported that we have received confirmation from our Program Support Specialist that our Change of Scope has been approved to begin infant and toddler center programming. We are waiting for our official Notice of Award from the Office of Head Start. On April 1st, the Region V Head Start office was closed. We have been reassigned to the new Midwest Region. Our new region includes MN, WI, MI, IL IN, OH, ND, SD, IA and MO.

The Minnesota Head Start Association (MHSA) has been requesting information on the Head Start Program Performance Standards regarding an upcoming review of the standards. MHSA is working to establish relationships with others in the new Midwest Region. **Alecia Varani moved to accept the Director's Report, supported by Brandi Reamer. Motion carried unanimously.**

B. FINANCIAL REPORT:

Tracy Sandnas presented the financial statements.

FY 2024 FEDERAL HEAD START GRANT: This grant for \$3,145,880.00 for the period from April 1, 2024, through March 31, 2025. This grant has been spent out. The closing financial report was shared with members.

FY 2024 FEDERAL EARLY HEAD START GRANT: This grant for \$1,370,066.00 for the period from April 1, 2024, through March 31, 2025. This grant has been spent out. The closing financial report was shared with members.

FY 2024 MN HEAD START GRANT: This grant for \$787,180.00 for the period from July 1, 2024, through June 30, 2025. The Current Period Actual Expenditures are \$188,597.09; the YTD Actual Expenditures are \$807,125.98; YTD Encumbrance is \$0.00, and the Balance is \$(34,392.98). The overspent amount on this grant will be moved over to the federal grants to prepare for closing at the end of June.

FY 2025 FEDERAL HEAD START GRANT: This grant for \$2,996,342.00 for the period from April 1, 2025, through March 31, 2026. The Current Period Actual Expenditures are \$521,713.21; the YTD Actual Expenditures are \$521,713.21; YTD Encumbrance is \$0.00, and the Balance is \$2,474,628.79 Spending on this grant is on target with our planned expenditures and projections.

FY 2025 FEDERAL EARLY HEAD START GRANT: This grant for \$1,370,066.00 for the period from April 1, 2025, through March 31, 2026. The Current Period Actual Expenditures are \$258,502.98; the YTD Actual Expenditures are \$258,502.98; YTD Encumbrance is \$0.00, and the Balance is 1,111,563.02. Spending on this grant is on target with our planned expenditures and projections.

The March & April credit card report was presented. **Alecia Varani moved to accept the Financial Reports, supported by Brandi Reamer. Motion carried unanimously.**

C. COMMUNITY RELATIONS REPORT: Jerry Crittenden reported that Head Start Family Support Specialists and EHS Home Base Educators have been attending community events to recruit children into our program. There will be a Youth Mental Health Event at the MN Discovery center on June 26th. Service providers will be available along with games for families.

Jerry presented the enrollment report for May. We were at just under our 97% requirement. We have 4 months to get our enrollment back to 97% before having to go on an enrollment plan.

Jerry presented the Recruitment report. Jerry presented the site selections for this fall and asked members for approval of our site selections. **Alecia Varani moved to accept site selections, supported by Brandi Reamer. Motion carried unanimously. Alecia Varani moved to accept Community Relations report, supported by Brandi Reamer. Motion carried unanimously.**

- D. **AEOA BOARD MEETING April 16, 2025:** Gabe reported that the agency is working on hiring a new AEOA Executive Director. There are many applicants, and the interviews will be held in July. An outside source has been hired to take care of this process. **Alecia Varani moved to accept AEOA Board report, supported by Brandi Reamer. Motion carried unanimously.**

VII. **OLD BUSINESS:**

- A. **CHANGE OF SCOPE UPDATED:** Gabe reported that we will have our official approval very soon. We are restructuring our Virginia site into 2 full-day classrooms. We don't have enough children to fill our Ely or Mt. Iron-Buhl classrooms. MIB was housed in Parkview last year due to losing our classroom in the MIB school.
- B. **DEED-MN MULTIPURPOSE COMMUNITY FACILITY PROJECT UPDATES:** Gabe reported that what we have been able to accomplish so far at the Virginia HRA has not cost any money. These grants will pay for the construction at the Virginia HRA for our new Infant and Toddler Center.
- C. **PARENT FAMILY OUTCOMES:** Jerry Crittenden reported on the 3rd period. The report covers family needs from education to housing and several areas in between. All areas had gains compared to the previous period.
- D. **SCHOOL READINESS:** Chris DeGroot reported on period 3. Highscope COR assessment is used for lesson planning and shared at conferences with parents and quarterly with Policy Council members.
- E. **PARENT FAMILY COMMUNITY ENGAGEMENT:** None.

VIII. **NEW BUSINESS**

- A. **NEW HIRES:** Starlite Schlader has been hired as the EHS Home Base educator to take over when the current educator retires. Emily Checco was hired as the long-term sub to fill in for EHS Home Base Educator until she returns from her medical leave. **Alecia Varani moved to accept Starlight Schlader and Emily Checco as new hires, supported by Brandi Reamer. Motion carried unanimously.**

B. SITE SELECTION: Covered under the Community Relations Managers Report above.

C. POLICIES AND PROCEDURES: Please visit aeoa.org to read the full policies. Policy Council members had the opportunity to discuss any input or changes to the Health/Mental Health Services Advisory Committee policy. Gabe read the policy to members and asked for their opinions. There were no changes needed.

Policy	First	Second	Motion Passed
EHS Center Enrollment Point System	Alecia Varani	Brandi Reamer	Approved
Health/Mental Health Services Advisory Committee	Alecia Varani	Brandi Reamer	Approved

D. POLICY COUNCIL MEETING SCHEDULE (NEXT MTG WEDNESDAY, AUGUST 13, 2025).

IX. PARENT & COMMUNITY REPRESENTATIVE REPORTS: None.

X. MISCELLANEOUS DISCUSSION: We have a brand-new playground at the Eveleth HRA.

XI. ADJOURNMENT: Alecia Varani moved to adjourn the meeting, supported by Brandi Reamer. Motion carried unanimously. The meeting was adjourned at 11:31 a.m.

Respectfully submitted,

Tracy Sandnas, Finance Supervisor Arrowhead Head Start

Gabe Johnson, Director Arrowhead Head Start